

## RESOLUTION 22-22

**A RESOLUTION TO REVISE EXISTING FEES FOR THE USE OF MARCO ISLAND PARKS AND RECREATION FACILITIES, AMENDING THE FEE SCHEDULE PROVIDED FOR IN THE CITY OF MARCO ISLAND CODE OF ORDINANCES, CHAPTER 34 PARKS AND RECREATION; PROVIDING FOR INCORPORATION, CONFLICT AND SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 34-3(r)(1) provides that City Council may adopt policies and fees for the private use of park facilities; and

**WHEREAS**, City Council is authorized to amend, modify, or otherwise change, delete or add to the listed fees by resolution; and

**WHEREAS**, all other sections of Chapter 34, Parks and Recreation, adopted by ordinance remain in effect.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA:**

**Section 1** In accordance with the provisions of Code, the schedule of fees, costs and other charges identified as Exhibit A-1, A-2, A-3, and Exhibit B and attached hereto shall be adopted and maintained in the City Clerk's office and available for public inspection during normal business hours.

**Section 2. Incorporation, Conflict, and Severability.**

- (1) It is the intention of the City Council and it is hereby resolved that the provisions of this resolution shall become and be made a part of the Code of Ordinances of the City of Marco Island, Florida, and that the sections of Chapter 34 may be renumbered or relettered and that the word "ordinance" may be changed to "section," "article," or other appropriate word.
- (2) All sections or parts of sections of the Code of Ordinances of the City of Marco Island, all ordinances or parts of ordinances, all resolutions or parts of resolutions, in conflict herewith, be and the same are hereby repealed to the extent of the conflict.
- (3) If any word, phrase, clause, subsection, or section of this resolution is for any reason held unconstitutional or invalid by a court of competent jurisdiction, the invalidity thereof shall not affect the validity of any remaining portions of the resolution.

**Section 3. Effective Date.**


This Resolution shall take effect immediately upon adoption.

Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 15<sup>th</sup> day of August 2022.


**ATTEST:**

  
\_\_\_\_\_  
Michael J. Sheffield, City Clerk

**CITY OF MARCO ISLAND, FLORIDA**

By:   
\_\_\_\_\_  
Erik Brechnitz, Chairman

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Alan L. Gabriel, City Attorney

## Exhibit A-1



# City of Marco Island Parks & Recreation

Fee Schedule Effective 8/16/2022

## Frank E. Mackle Park

1361 Andalusia Terrace  
Marco Island, FL 34145  
239-642-0575

The Marco Island Parks and Recreation Department (Department) is charged by the Marco Island City Council (Council) with the responsibility for issuing permits for the use of City parks and facilities, recreation, and athletic fields, and to collect required fees from users in accordance with the Facility Use Fees established by Council.

Department staff, under the direction of the Parks and Recreation Manager shall promote the provisions of this policy to facility, park, and athletic field users, and shall be responsible for: the collection of fees, development of facility use and athletic field schedules, application forms, issuance and revocation of permits, development of facility use rules and regulations, and all other matters relevant to the implementation of this policy. The Manager shall ensure that the policy is applied consistently.

### Priority Use of Facilities

City programs/seasonal sport activities have scheduling priority for all facilities, parks, and athletic fields.

### Reservation Procedures

1. All requests for facility use must be submitted to the Department in writing and on the Facility Request form at least **(2) two weeks** prior to the reservation date.
  - a. The user does not have permission to use a Department facility unless the Department issues a written confirmation.
2. Requests will be considered by the Department in accordance with the following criteria:
  - a. The request has been submitted in writing.
  - b. The facility requested has not been previously reserved.
  - c. The proposed activity does not unduly prevent the general public from utilizing adjoining or adjacent facilities.
  - d. The proposed activity does not cause a negative impact to the surrounding neighborhood.
  - e. The request is not being made more than three (3) months in advance of the requested date. Organizations that have a history of reserving park facilities up to six (6) months in advance shall be allowed to continue this practice.
  - f. Field reservations are limited to no more than three (3) consecutive months. League seasons that last longer than three (3) months will be considered.
  - g. The proposed activity does not violate any City ordinance or general law.
  - h. The proposed activity does not generate expenses to the City unless recovered through agreed upon fees.
  - i. The user sponsoring the activity will obtain any and all permits that may be required by the City, County or State.

j. Insurance requirements, if applicable, can be met.

3. Approvals:

- a. Once approved by the Department, a written confirmation will be issued to the user.
- b. Use fees must be paid at the time the Department provides written confirmation for the use of a facility. Fees that exceed \$200 may be paid in two installments with 50% of the fee to be paid when the Department approves the use of a facility and the balance due to be paid two (2) weeks prior to the scheduled use date. The Department can make alternate payment agreements with Youth Leagues if deemed necessary. Failure to pay Use fees may result in denial of future requests.
- c. The user will carry or have access to the permit issued by the Department at all times during the scheduled use.

4. Refunds:

- a. Refunds will be approved if a reserved use is cancelled, provided cancellation is received by the Department in writing **two weeks** prior to the reserved use.

### **User Group Classifications and Definitions**

**“Community Use/Non-Profit Charitable”** – This category includes all Not-for-Profit Groups, Non-Profit Groups, Tax Exempt Entities, users and organizations that either reside in Marco Island or that make Marco Island their principal location, and are using a facility for recreational, cultural, educational (non-entrepreneurial), social, and/or fraternal purposes.

**“Entrepreneurial Use/Commercial For Profit/Private”** – This category includes all other users and organizations that are using a facility to offer classes, seminars, clinics camps etc., that serve as a means to generate income, either directly or indirectly.

**“Youth Sports”** – This category includes all “Community Use” groups, users, and organizations providing youth sports.

### **User Fees**

The Department will assess fees for facility use based upon the appropriate User Group Classification, as defined herein and based upon the Facility Use Fees. Rental fees may not include setup and break down of a facility. An additional charge per hour per staff person charge may apply.

### **Additional Fees**

Fees for “Additional” services or fees for concession operations may also be charged by the City. A summary of these fees are provided in the Facility Use Fees Schedule.

**Mackle Park Community Center Business Hours** - Monday – Friday: 8:00 a.m.–8:00 p.m.

Saturday: 8:00 a.m.–6:00 p.m.; Sunday: 9:00 a.m.–5:00 p.m.

**Field Lights (ballfield and athletic field)** – Field lights are available for night games and practices. A fee is charged.

**Rental Non-Business Hours** – Fee is charged to users wishing to use community center outside of business hours.

**City Staff OT Rate** – Fee is charged to users who use the community center outside of normal business hours and users who need City staff to groom athletic fields outside of normal maintenance staff hours (Mon. – Fri. - 7:00 a.m. – 3:30 p.m.).

**Security Staff** – Fee is charged to users who need off-duty Marco Island Police to serve as security for any function or event. The City may require security staff for some events.

**Maintenance/Cleanup Charge** – An additional charge for when a user intends to serve food or beverage in association with their use of City facilities.

**Trash Disposal Fee** – Fee is charged to users who will generate an excessive amount of trash associated with their use of City facilities. Fee is based on the direct cost for contractors to provide an “extra” collection of City dumpsters.

**Insurance Requirements**

Insurance is required for all organizations using Department facilities for all events where attendance is estimated to be thirty (30) or more people, with the exception of regular business meetings.

**Community Use/Entrepreneurial Use** – Users shall have insurance coverage with a minimum of \$300,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the Director believes a proposed use has an above average risk, such as a special event, liability insurance in the amounts of \$500,000 or \$1,000,000 may be required.

If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Youth Sport and Athletic Leagues** - Users shall have insurance coverage with a minimum of \$1,000,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Facility Definitions**

The following is a listing of facilities at Frank E. Mackle Park managed by the Parks and Recreation Department.

<b>FACILITIES at Mackle Park</b>
<b>Bald Eagle Room (max occ. 150)</b> – Refers to the large community room at the Mackle Park Community Center.
<b>Burrowing Owl Room (max occ. 61)</b> – Refers the medium community room at the Mackle Park Community Center.
<b>Gator Room (max occ. 21)</b> – Refers the small community room at the Mackle Park Community Center.
<b>Basketball Court</b> – Refers to the covered basketball court at Mackle Park.
<b>Athletic Fields: Field 1, Field 2, Field 3</b> – Refers to the Mackle Park Soccer Fields
<b>Cale Model Yacht Sailing Center</b> – Refers to the Lake side gazebo, dock, & bleachers.
<b>Picnic Area</b> – Refers to an event specific area to be used for an organizational picnic.
<b>Other</b> – Refers to a specific area not otherwise referred to.

**REQUESTOR: Please provide us a brief description of your event/activity:**

Name/Organization: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Rental Time To: \_\_\_\_\_ From: \_\_\_\_\_

<input type="checkbox"/> Request Reservation		Community Use/Non-Profit Charitable	Entrepreneurial Use/Commercial For Profit/Private	#Hours	Total \$ (completed by staff)
<input type="checkbox"/>	Indoor Area				
<input type="checkbox"/>	Bald Eagle Room	\$40/hr.	\$80/hr.		\$
<input type="checkbox"/>	Burrowing Owl Room	\$30/hr.	\$60/hr.		\$
<input type="checkbox"/>	Gator Room	\$15/hr.	\$30/hr.		\$
<input type="checkbox"/>	Indoor AV Equipment (organizer must bring own personal computer)	\$5/hr.	\$10/hr.		\$
<input type="checkbox"/>	Kitchen (microwave & oven)	\$10	\$20		\$
<input type="checkbox"/>	Rentals w/ Food-Additional Charge	\$10	\$30		\$
<input type="checkbox"/>	Additional Staff Assistance (based on availability; OT rates may apply)	\$20/hr. \$35/hr. @ OT	\$35/hr.		\$

**Outdoor Area**

<input type="checkbox"/>	Park Rental for Large Events (Special Event Permit Needed)	\$600/Day	\$900/Day		\$
<input type="checkbox"/>	Athletic Fields (per field w/ Lining)	\$25/hr.	\$45/hr.		\$
<input type="checkbox"/>	Athletic Field (per field w/o Lining)	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Lights	\$10/hr.	\$10/hr.		\$
<input type="checkbox"/>	Picnic Table or small area	\$5/hr.	\$10/hr.		\$
<input type="checkbox"/>	Picnic Pavilion	\$10/hr.	\$25/hr.		\$
<input type="checkbox"/>	Cale Model Yacht Sailing Center	\$20/hr.	\$45/hr.		\$
<input type="checkbox"/>	Lake Dock	\$10/hr.	\$25/hr.		\$
<input type="checkbox"/>	Bocce Reservation Request Fee (January – April) per group	\$30	\$50		\$
<input type="checkbox"/>	Basketball Court (youth sports)	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Basketball Court (event)	\$40/hr.	\$80/hr.		\$
<input type="checkbox"/>	Setup: Chairs/Tables/etc.	\$20	\$50		\$
<input type="checkbox"/>	Rentals w/ Food-Additional Charge	\$10	\$30		\$

**To be completed by Park Staff:**

<input type="checkbox"/>	City Staff OT Rate	\$35/hr.	\$35/hr.		\$
<input type="checkbox"/>	Security Staff	MIPD	MIPD		\$
<input type="checkbox"/>	Restroom Cleaning Fee for groups larger than 30	\$80	\$80		\$
<input type="checkbox"/>	Special Event Permit <b>REQUIRED</b>	\$50	\$75		\$
<input type="checkbox"/>	Trash Disposal Fee (if not arranged by organizer)	TBD	TBD		\$



## Exhibit A-2

# City of Marco Island Parks & Recreation

Fee Schedule Effective 8/16/2022

## Veterans Community Park

901 Park Avenue

Marco Island, FL 34145

239-642-0575

The Marco Island Parks and Recreation Department (Department) is charged by the Marco Island City Council (Council) with the responsibility for issuing permits for the use of City parks and facilities, recreation, and athletic fields, and to collect required fees from users in accordance with the Facility Use Fees established by Council.

Department staff, under the direction of the Parks and Recreation Manager shall promote the provisions of this policy to facility, park, and shall be responsible for: the collection of fees, development of facility use, application forms, issuance and revocation of permits, development of facility use rules and regulations, and all other matters relevant to the implementation of this policy. The Manager shall ensure that the policy is applied consistently.

### Priority Use of Facilities

City programs/seasonal sport activities have scheduling priority for all facilities and parks.

### Reservation Procedures

1. All requests for facility use must be submitted to the Department in writing and on the Facility Request form at least **(2) two weeks** prior to the reservation date.
  - a. The user does not have permission to use a Department facility for an event unless the Department issues a written confirmation.
2. Requests will be considered by the Department in accordance with the following criteria:
  - a. The request has been submitted in writing.
  - b. The facility requested has not been previously reserved.
  - c. The proposed activity does not unduly prevent the general public from utilizing adjoining or adjacent facilities.
  - d. The proposed activity does not cause a negative impact to the surrounding neighborhood.
  - e. The request is not being made more than six (6) months in advance of the requested date. Organizations that have a history of reserving park facilities up to twelve (12) months in advance shall be allowed to continue this practice.
  - f. The proposed activity does not violate any City ordinance or general law.
  - g. The proposed activity does not generate expenses to the City unless recovered through agreed upon fees.
  - h. The user sponsoring the activity will obtain any and all permits that may be required by the City, County or State.
  - i. Insurance requirements, if applicable, can be met.
3. Approvals:
  - a. Once approved by the Department, a written confirmation will be issued to the user.
  - b. Use fees must be paid at the time the Department provides written confirmation for the use of a facility. Fees that exceed \$200 may be paid in two installments with 50% of the fee to be paid when the Department approves the use of a facility and the balance due to be paid two (2) weeks prior to the

scheduled use date. The Department can make alternate payment agreements with Not-for-Profit groups if deemed necessary. Failure to pay Use fees may result in denial of future requests.

- c. The user will carry or have access to the permit issued by the Department at all times during the scheduled use.

4. Refunds:

- a. Refunds will be approved if a reserved use is cancelled, provided cancellation is received by the Department in writing **two weeks** prior to the reserved use.

### **User Group Classifications and Definitions**

**“Community Use/Non-Profit Charitable”** – This category includes all Not-for-Profit Groups, Non-Profit Groups, Tax Exempt Entities, users and organizations that either reside in Marco Island or that make Marco Island their principal location, and are using a facility for recreational, cultural, educational (non-entrepreneurial), social, and/or fraternal purposes.

**“Entrepreneurial Use/Commercial For Profit/Private”** – This category includes all other users and organizations that are using a facility to offer classes, seminars, clinics camps etc., that serve as a means to generate income, either directly or indirectly.

### **User Fees**

The Department will assess fees for facility use based upon the appropriate User Group Classification, as defined herein and based upon the Facility Use Fees. Rental fees may not include setup and break down of a facility. An additional charge per hour per staff person charge may apply.

### **Additional Fees**

Fees for “Additional” services or fees for concession operations may also be charged by the City. A summary of these fees are provided in the Facility Use Fees Schedule.

**Security Staff** – Fee is charged to users who need off-duty Marco Island Police to serve as security for any function event. The City may require security staff for some events.

**Maintenance/Cleanup Charge** – An additional charge for when a user intends to serve food or beverage in association with their use of City facilities.

**Trash Disposal Fee** – Fee is charged to users who will generate an excessive amount of trash associated with their use of City facilities. Fee is based on the direct cost for contractors to provide an “extra” collection of City dumpsters.

### **Insurance Requirements**

Insurance is required for all organizations using Department facilities for all events where attendance is estimated to be thirty (30) or more people, with the exception of regular business meetings.

**Community Use/Entrepreneurial Use** – Users shall have insurance coverage with a minimum of \$300,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the Director believes a proposed use has an above average risk, such as a special event, liability insurance in the amounts of \$500,000 or \$1,000,000 may be required.

If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.



**Facility Definitions**

The following is a listing of facilities at Veterans Community Park managed by the Parks and Recreation Department.

Areas at Veterans Community Park
Area 1A – Refers to the Unity Band Shell and 100ft x 100ft grass area in front. No set-up.
Area 1B – Refers to the Unity Band Shell and entire grass area in front. Set-up allowed.
Area 2 – Refers to the grass area near the parking lot. (Dimensions: )
Area 3 – Refers to the multi-activity areas. (Dimensions: )
Area 4 – Refers to the large event area adjacent to Park Avenue. (Dimensions: )
Veterans Memorial Area- Refers to the Memorial area, including the Veterans Memorial Fountain.
Other – Refers to a specific area not otherwise referred to.

**REQUESTOR: Please provide us a brief description of your event/activity:**

Name/Organization: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Rental Time To: \_\_\_\_\_ From: \_\_\_\_\_

**Note: You are responsible for the rental (from an outside vendor) of Tables, Chairs, Tents, Audio/Visual Equipment and any other items needed for your event including delivery/pickup, setup/takedown, and cleanup of the area, during your hours reserved.**

<input checked="" type="checkbox"/> Request Reservation		Community Use/Non-Profit Charitable	Entrepreneurial Use/Commercial For Profit/Private	#Hours	Total \$ (completed by staff)
<input type="checkbox"/>	Area 1A – Chairs Only	\$80/hr.	\$160/hr.		\$
<input type="checkbox"/>	Area 1B – Large Events	\$900/Day	\$1600/Day		\$
<input type="checkbox"/>	Area 2 – for small groups	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Area 3	\$25/hr.	\$45/hr.		\$
<input type="checkbox"/>	Area 4	\$500/Day	\$900/Day		\$
<input type="checkbox"/>	Full Park Rental	\$1200/Day	\$1900/Day		\$
<input type="checkbox"/>	Other	TBD	TBD		\$

**To be completed by Park Staff:**

<input type="checkbox"/>	City Staff OT Rate	\$35/hr.	\$35/hr.		\$
<input type="checkbox"/>	Security Staff	MIPD	MIPD		\$
<input type="checkbox"/>	Restroom Cleaning Fee for groups larger than 30	\$80	\$80		\$
<input type="checkbox"/>	Special Event Permit <b>REQUIRED</b>	\$50	\$75		\$
<input type="checkbox"/>	Trash Disposal Fee (if not arranged by organizer)	TBD	TBD		\$

**Rules: (Initial after each)**

1. Alcohol Sales is prohibited on park grounds without appropriate licenses/permits: \_\_\_\_\_
2. Vehicles on grass areas is not permitted without Park Management approval: \_\_\_\_\_
3. Food can not be cooked on site without prior Park Management approval and grease must be removed from park: \_\_\_\_\_
4. Smoking is prohibited in all city facilities and designated outdoor areas: \_\_\_\_\_
5. Areas must be cleaned and trash removed appropriately, or will result in refusal of future use of the park: \_\_\_\_\_
6. Any damage/loss must be replaced and/or repaired or will result in extra charges: \_\_\_\_\_
7. Groups of 30+ will be required to provide liability insurance, naming the City of Marco Island as additionally insured: \_\_\_\_\_
3. Events/Activities that require Special Event permits, must go through the Special Event permit review by City Departments prior to confirmation of park reservation. \_\_\_\_\_



## Exhibit A-3

# City of Marco Island Parks & Recreation

Fee Schedule Effective 8/16/2022

## Winterberry Park

1400 Winterberry Drive  
Marco Island, FL 34145  
239-642-0575

The Marco Island Parks and Recreation Department (Department) is charged by the Marco Island City Council (Council) with the responsibility for issuing permits for the use of City parks and facilities, recreation, and athletic fields, and to collect required fees from users in accordance with the Facility Use Fees established by Council.

Department staff, under the direction of the Parks and Recreation Manager shall promote the provisions of this policy to facility, park, and athletic field users, and shall be responsible for: the collection of fees, development of facility use and athletic field schedules, application forms, issuance and revocation of permits, development of facility use rules and regulations, and all other matters relevant to the implementation of this policy. The Manager shall ensure that the policy is applied consistently.

### **Priority Use of Facilities**

City programs/seasonal sport activities have scheduling priority for all facilities, parks, and athletic fields.

### **Reservation Procedures**

1. All requests for facility use must be submitted to the Department in writing and on the Facility Request form at least **(2) two weeks** prior to the reservation date.
2. Requests will be considered by the Department in accordance with the following criteria:
  - a. The request has been submitted in writing.
  - b. The facility requested has not been previously reserved.
  - c. The proposed activity does not unduly prevent the general public from utilizing adjoining or adjacent facilities.
  - d. The proposed activity does not cause a negative impact to the surrounding neighborhood.
  - e. The request is not being made more than three (3) months in advance of the requested date. Organizations that have a history of reserving park facilities up to six (6) months in advance shall be allowed to continue this practice.
  - f. Field reservations are limited to no more than three (3) consecutive months. League seasons that last longer than three (3) months will be considered.
  - g. The proposed activity does not violate any City ordinance or general law.
  - h. The proposed activity does not generate expenses to the City unless recovered through agreed upon fees.
  - i. The user sponsoring the activity will obtain any and all permits that may be required by the City, County or State.
  - j. Insurance requirements, if applicable, can be met.

3. Approvals:

- a. Once approved by the Department, a written confirmation will be issued to the user.
- b. Use fees must be paid at the time the Department provides written confirmation for the use of a facility. Fees that exceed \$200 may be paid in two installments with 50% of the fee to be paid when the Department approves the use of a facility and the balance due to be paid two (2) weeks prior to the scheduled use date. The Department can make alternate payment agreements with Youth Leagues if deemed necessary. Failure to pay Use fees may result in denial of future requests.
- c. The user will carry or have access to the permit issued by the Department at all times during the scheduled use.

4. Refunds:

- a. Refunds will be approved if a reserved use is cancelled, provided cancellation is received by the Department in writing **two weeks** prior to the reserved use.

### **User Group Classifications and Definitions**

**“Community Use/Non-Profit Charitable”** – This category includes all Not-for-Profit Groups, Non-Profit Groups, Tax Exempt Entities, users and organizations that either reside in Marco Island or that make Marco Island their principal location, and are using a facility for recreational, cultural, educational (non-entrepreneurial), social, and/or fraternal purposes.

**“Entrepreneurial Use/Commercial For Profit/Private”** – This category includes all other users and organizations that are using a facility to offer classes, seminars, clinics camps etc., that serve as a means to generate income, either directly or indirectly.

**“Youth Sports”** – This category includes all “Community Use” groups, users, and organizations providing youth sports.

### **User Fees**

The Department will assess fees for facility use based upon the appropriate User Group Classification, as defined herein and based upon the Facility Use Fees. Rental fees may not include setup and break down of a facility. An additional charge per hour per staff person charge may apply.

### **Additional Fees**

Fees for “Additional” services or fees for concession operations may also be charged by the City. A summary of these fees are provided in the Facility Use Fees Schedule.

**Business Hours** - Monday – Friday: 8:00 a.m.–8:00 p.m. Saturday: 8:00 a.m.–6:00 p.m.; Sunday: 9:00 a.m.–5:00 p.m.

**Field Lights (ballfield and athletic field)** – Field lights are available for night games and practices. A fee is charged.

**City Staff OT Rate** – Fee is charged to users who use the community center outside of normal business hours and users who need City staff to groom athletic fields outside of normal maintenance staff hours (Mon. – Fri. - 7:00 a.m. – 3:30 p.m.).

**Security Staff** – Fee is charged to users who need off-duty Marco Island Police to serve as security for any function or event. The City may require security staff for some events.

**Maintenance/Cleanup Charge** – An additional charge for when a user intends to serve food or beverage in association with their use of City facilities.

**Trash Disposal Fee** – Fee is charged to users who will generate an excessive amount of trash associated with their use of City facilities. Fee is based on the direct cost for contractors to provide an “extra” collection of City dumpsters.

### **Insurance Requirements**

Insurance is required for all organizations using Department facilities for all events where attendance is estimated to be thirty (30) or more people, with the exception of regular business meetings.

**Community Use/Entrepreneurial Use** – Users shall have insurance coverage with a minimum of \$300,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the Director believes a proposed use has an above average risk, such as a special event, liability insurance in the amounts of \$500,000 or \$1,000,000 may be required.

If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Youth Sport and Athletic Leagues** - Users shall have insurance coverage with a minimum of \$1,000,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Facility Definitions**

The following is a listing of facilities at Winterberry Park managed by the Parks and Recreation Department.

<b>FACILITIES at Winterberry Park</b>
<b>Concession Stand</b> – Refers to the small building on property. Includes use of refrigerator, storage area, & covered picnic area.
<b>Restrooms</b> – Refers the Men & Women's restrooms attached to the Concession stand.
<b>Athletic Fields:</b> Refers to Little League baseball field or Softball field, or multi-use field area
<b>Batting Cage</b> – Refers to the batting cage on park property.
<b>Other</b> – Refers to a specific area not otherwise referred to.

**REQUESTOR: Please provide us a brief description of your event/activity:**  
 Name/Organization: \_\_\_\_\_ Contact #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Brief description of activity: \_\_\_\_\_  
 \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_  
 Rental Time To: \_\_\_\_\_ From: \_\_\_\_\_

<input checked="" type="checkbox"/> Request Reservation	Area	Community Use/Non-Profit Charitable	Entrepreneurial Use/Commercial For Profit/Private	#Hours	Total \$ (completed by staff)
<input type="checkbox"/>	Park Rental for Large Events (Special Event Permit Needed)	\$600/Day	\$900/Day		\$
<input type="checkbox"/>	Athletic Fields (per field w/ Lining)	\$25/hr.	\$45/hr.		\$
<input type="checkbox"/>	Athletic Field (per field w/o Lining)	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Lights	\$10/hr.	\$10/hr.		\$
<input type="checkbox"/>	Concession Stand	\$35	\$50		\$
<b>To be completed by Park Staff:</b>					
<input type="checkbox"/>	City Staff OT Rate	\$35/hr.	\$35/hr.		\$
<input type="checkbox"/>	Security Staff	MIPD	MIPD		\$
<input type="checkbox"/>	Restroom Cleaning Fee for groups larger than 30	\$80	\$80		\$
<input type="checkbox"/>	Special Event Permit <b>REQUIRED</b>	\$50	\$75		\$
<input type="checkbox"/>	Trash Disposal Fee (if not arranged by organizer)	TBD	TBD		\$

**EXHIBIT B**

**Marco Island Farmers Market  
2022-2023 Season**

**The following vendor rates have been determined after a comparison was made with other Farmers Markets.**

**Vendor Rates:**

<b>2022-2023</b>	<b>Full Season (per space)</b>	<b>Monthly (per space)</b>
<b>Resident Inside Space</b>	<b>\$ 850.00</b>	<b>\$ 200.00</b>
<b>Non-Resident Inside Space</b>	<b>\$ 950.00</b>	<b>\$ 240.00</b>
<b>Resident Outside Space</b>	<b>\$ 1,000.00</b>	<b>\$ 200.00</b>
<b>Non-Resident Outside Space</b>	<b>\$ 1,100.00</b>	<b>\$ 240.00</b>
<b>+On property Parking (limited spaces)</b>	<b>\$ 150.00</b>	
<b>Electric</b>	<b>\$ 200.00</b>	<b>\$15 (per day)</b>
<b>Dual pmt fee</b>	<b>\$ 150.00</b>	<b>(for Full Season only)</b>